

**The Minutes of Docking Parish Council Meeting held 17 August 2023
Held at the Pavilion, Docking Playing Field, Docking**

Present:	Cllr N Durrant Cllr K Crompton Cllr P King Cllr A Miles	Cllr L Leverett Cllr M Lewis Cllr A Archdale	Cllr M Latter Cllr S Howard Cllr J Flowers
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Also in Attendance: Sarah Bristow (Locum Clerk) and 6 members of the public.

In Cllr Kilby's absence Cllr Durrant who is Vice Chair took the Chair.

- 1. Cllr Durrant welcomed everyone to the meeting.**
- 2. To consider acceptance of apologies for absence.
It was resolved to accept apologies from Cllr K Kilby**
- 3. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

Cllr Leverett declared a personal interest in anything concerning the Playing Field Committee.

- 4. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Tidying up

A Parishioner thanked the council for getting the tidying up achieved the village was looking a lot better.

Speedwatch

The Co-ordinator advised that they had achieved 8 watches where 95 vehicles were checked, and 48 vehicles were speeding. 23 vehicles were over 40 MPH, 4 vehicles were over 45 MPH. The Sams2 will be moved and there are 4 sites that the Sams2 can be moved to. The Co-ordinator advised that she was unsure how to get all the available data from the device. The Clerk advised that Westcotec would be able to help and talk through. The Co-ordinator advised that the data is always a month behind, and the results given here are unofficial. The Co-ordinator advised that they could have checked more vehicles, but the sheer volume of traffic makes it impossible to check each vehicle. The mobile speed van, which has now been joined by a motorbike and a smaller car will be undertaking more frequent checks in the village because of these results. The Co-ordinator advised that they could undertake more checks with more volunteers, and anyone interested in helping would be most welcome and she is able to train in the use of the equipment so no courses etc. **It was resolved for an advert to be placed in the next village magazine.**

5. To Receive Councillor Reports

5.1 Borough Councillor – Cllr Sandell

Cllr Sandell was unable to be present this evening. No report received.

4.2 County Councillor – Cllr Chenery

Cllr Chenery was unable to be present this evening. No report received.

6. Minutes of Parish Council Meeting held on 20 July 2023

To consider and approve the minutes. **It was resolved to approve the minute as a true and accurate record and duly signed by the chair.**

7. **To consider any matters arising from the minutes of 20th July 2023**

There were no matters arising from the minutes that was not on the agenda.

8. **Finance**

8.1 Council to vote on account for payment monthly list. The Clerk advised that she was not aware of any new payments.

8.2 To Receive bank reconciliation for June/July 2023. **It was resolved to defer to a later meeting when the banking information was available.**

8.3 To note any payments received. **It was resolved to defer to a later meeting when the banking information available.**

8.4 Bank Signatories Motion: to remove the previous Clerk from the mandate and as key person and to appoint another key person to put on the payments. **It was resolved the Cllr Kilby be named as the Key Person and for the former Clerk to be removed as soon as the signatories are in place which should be within the next 14 days.**

8.5 To consider the use of an accounts package like Scribe to undertake the accounts going forward. **Motion** Council to vote on undertaking the Account this way going forward. The Clerk explained about what account packages can do. **It was resolved for the Clerk to send through the information and quote for both and the council to decide which package they wished to use.**

9. **I.T Update-**

9.1 Gov email addresses update from Clerk. The Clerk advised that as soon as access to the bank account is available and payment can be made then Norfolk ALC can get you up and running very quickly. Payment is unfortunately required as the domain must be purchased. After that because you have a Norfolk ALC website this will be moved over to .gov also.

10. **Councillor Training**

The Clerk advised that Cllr Kilby and herself had attended a workshop of looking after ponds etc and will share the information when received and Cllr Kilby and herself will be writing a report for the next meeting.

11. **Planning Applications and Determinations:**

Applications:

23/01348/F Application for two-storey rear extensions to existing dwellings (2 Ashwood & Grange Cottage, Sandy Lane, Docking. **It was resolved for the Clerk to inform the Borough Council that the council wished to recommend approval on this application.**

Determinations:

23/00229/NMA-1 Application for None-Material Amendment to Planning Permission
23/00229/F: Proposed Front, Rear and Side Extension to Existing Property with Internal Alterations at Cedar Lodge, Sedgford Road, Docking – **Was Granted.**

12. **Standing Orders Review**

Motion: Councillors to comment on current Standing Orders and to vote on any changes the council sees fit. **It was resolved for the NALC Model Standing Orders to be used going forward and for the Clerk to populate the information required in the bracket areas.**

13. **Removal of Litter Bins**

The Clerk advised that she had been unable to get hold of the previous Chair but would continue to try as August is a holiday month.

14. Jacks Wind Farm/Pond Grant update

It was resolved for the Clerk to check regarding the money and then a working party been formed to investigate any funding/funding requirement.

15. Docking Allotment for Exercise and Charity

Cllr Kilby had advised Cllr Leverett that she felt that the Council should not be undertaking any work concerning this charity until the Governing Document had been checked and the Charity Training had been undertaken. Cllr Crompton was currently sitting on this Charity, so the Council was represented. **It was resolved for Cllr Kilby to advise the administrator of this fact and to organise the Charity Training as soon as possible.**

16. Playing Field Grass cutting and Insurance

Cllr Leverett advised that the Insurance Premium was £1205.47 and due on the 1 September. The Clerk advised that under the circumstances the giving out of grants needs to be reviewed. She had sent a model grant application form around. This needs making suitable for Docking and sent to the Playing Field Committee. Their account balance sheet is required. **It was resolved for the Clerk to adapt the form and to resend round for adoption at the next meeting.**

17. Old Recreational Ground Tenancies /Work/Access Update on rents received and banked. Council to look at the work completed by MG building maintenance, permission to visit the site to be sought from John Hare, **Motion:** Council to vote on an action plan for rental of vacant plots and elect a lead. **It was resolved for Cllr Kilby to contact Mr Hare and to check out the work that had been undertaken and if the work had been completed to the satisfactorily then the bill to MG Building to be put on the next payment run.**

18. Tett Turrett Maintenance and paperwork resolution – Update from Cllr Leverett. **Motion:** Council to vote on appointment of Solicitor to represent the Council. Cllr Leverett advised that she had been in contact with the Imperial War Memorial Association, and it was felt that it might be of interest to the Heritage Group in the village and other enthusiasts. Cllr Leverett had also been in contact with their solicitor as the Council have an agreement to check and agree currently. They had been chased but no information has been made available at the time of this meeting. Cllr Leverett advised that this information when received would need to be checked and a Solicitor would be needed to represent the Council. The Clerk advised that usually they would pay for our Solicitor costs but without the agreement the council are blind. Cllr Leverett asked if she could use Hayes and Storr as easy to get to etc. **It was resolved for Cllr Leverett to continue to obtain the agreement and then to appoint Hayes and Storr to represent the Council.**

19. Open Spaces contract update – update from Cllr Archdale. **Motion:** Council to vote on awarding contract. The Clerk asked due to the nature of the item for this to be taken excluding Press and Public and added to the end of the meeting. **It was resolved to take this item as agenda item 33.**

20. Neighbourhood Plan update update from Cllr Howard, including an introduction to the Docking Conservation statement. **Motion:** Council to vote to asking the Clerk to ask for the Docking Conservation Statement to be updated. Cllr Howard advised that 9 members of the working group had attended an on-line meeting with Michael Burton, Principal Planner at the Borough Council which had been very informative and advised to look at completed plans from neighbouring villages to help see what information was necessary. During this meeting it was also advised that the Conservation Statement for the Village needed to be updated. **It was resolved for the Clerk to ask for the Conservation Statement to be updated.**

21. Dog Bins

The Clerk advised that a new 50L bin had been ordered.

- 22. Highways update** – Update from Cllr Kilby on meeting with Damien Jeffries. Council to vote on type of pond barrier. Cllr Leverett advised that it was a very productive meeting with Mr Jeffries. There was agreement from NCC to clear the weeds from the pavements and Cllr Chenery Local Membership Fund would hopefully pay for this work. The Borough Council are responsible for the leaves, the crash barrier and white line painting should be completed in the new budget from April 24. The pond barrier is due to be replaced, all councillors to look at the limited range on offer and Cllr Kilby to report back to Mr Jeffries. The broken markers are to be replaced on the bend in the High Street. The Elemento Group are responsible for building the pavement and crossing to the shop and NCC agreed to repair the potholes. There is also the option to have a Traffic Feasibility Study (Black rubber strips across the road) which would monitor the traffic flow. There is a charge of around £2,000 for this study.
- 23. Newsletter** – Update from Cllr Durrant. Cllr Durrant advised that she had spoken to the lady concerned and our £50 donation did not go far with the amount of contribution that the council were sending through. Cllr Durrant advised that it would be good to support. The Clerk asked if advertising could be used as this should allow the magazine to be self-sufficient. **It was resolved for Cllr Durrant to investigate a realistic figure and bring back to the next meeting.**
- 24. Gravel from Driveways update** - Update from Cllr Howard. Cllr Howard had spoken to the parishioners whose gravel had come on to the highway. There were currently four properties but after speaking it is now just one. Cllr Howard agreed to monitor the situation and ask people to let her know of any others.
- 25. Dead Willow Tree in Stanhoe Road** – Update from Cllr Kilby. Cllr Leverett advised that Cllr Kilby had spoken to the concerned Parishioner and agreed for action to be undertaken as per the training attended this morning.
- 26. Defibrillator Sign Update** – update from Clerk. The Clerk advised that this was on order.
- 27. Monks Close update** - update from Cllr Leverett. Cllr Leverett advised that she had been in contact with one of the residents, who had advised her that there is currently no community group, only a Facebook group. Cllr Leverett advised that anyone would be welcome at a meeting and any issues please come to the Council.
- 28. Spar Shop parking – Motion:** Council to elect a lead to meet with manager to discuss encouraging customers to use the car park and to ask if a locked post box for the Parish Council could be placed outside. **It was resolved for Cllr Archdale to be the lead and for her to report back at the next meeting.**
- 29. Parish Council noticeboard – Motion:** Council to vote on having the noticeboard repainted and the shrubbery around it tidied up. The Clerk advised that Cllr Kilby had volunteers to undertake this work. **It was resolved for Cllr Kilby to undertake.**
- 30. Location of Parish Council documents and address** – Council to discuss location options for document storage and postal correspondence. **Motion:** Council to appoint a lead person to take up any options and report back to Full Council. After discussion **It was resolved for Cllr Flowers as a Ripper Hall Committee member to ask if there was any available space at the Ripper Hall.**

31. Risk Assessments for Volunteers – Council to discuss the feasibility of writing risk assessments for volunteers to complete small tasks around the village. The Clerk advised that Hiscox through the Councils Insurance had a range of online training and qualifications that were all free to insured councils and it would be good for the Councillors to gain access and undertake. The Insurance Company would also have a basic Risk Assessment that could be used. **It was resolved for Cllr Durrant to undertake and bring back to the next meeting.**

32. Date of next meeting.

The proposed date of next meeting is 21 September 2023 at 7.00pm at the Pavilion.

This part of the meeting closed at 20:37.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

33 Personnel issues

33.1 Clerk/RFO. It was resolved to respond to the SAR and for the Clerk to take legal advice regarding appointing a Solicitor. The Council voted against the request from the Clerk Solicitor.

33.2 Appointment of New Clerk. A couple of applications have been received and were discussed. It was resolved to organise the interviews for the end of September.

This item was deferred from the main agenda.

19/34. Open Spaces contract update – update from Cllr Archdale. **Motion:** Council to vote on awarding contract. Cllr Archdale talked through the quotes that had been received. **It was resolved to award the Contract to Matthew Todd, to cancel current contract. The Clerk to get a sample SLA over to Cllr Archdale and for Cllr Archdale to amend for Docking and get in place and cancel current contractor.**

With no further business the meeting was closed at 21:12pm.

ACTION POINTS

Cllr Kirby

- Organise CAN Charity Training
- Investigate FOI re dead tree.
- Write up report with Clerk re Ponds
- Place advertisement for new Speedwatch Volunteers in next village Newsletter.
- Gain Access from Mr Hare and check out work undertaken by M G Building as if satisfactory then arrange payment once bank account functioning.

Cllr Howard

- Continue to monitor where gravel on the highway.

Cllr Archdale

- To place contract re Grasscutting
- Organise the removal of Former Clerk as Key Contact and make Cllr Kilby Key Contact
- Talk to the Spar Shop re Parking and if we could have permission for Letter Box outside the shop.

Cllr Leverett

- Organise the removal of Former Clerk as Key Contact and make Cllr Kilby Key Contact
- Obtain agreement re Tett Turrett and appoint Hayes and Storr to act for the Council.
- Write up report with Clerk re Ponds

Cllr Durrant

- Organise the removal of Former Clerk as Key Contact and make Cllr Kilby Key Contact
- Check out Newsletter costs.
- Undertake Risk Assessment for Volunteers and bring back to next meeting.

Cllr Flowers

- Talk to the Ripper Hall re storage and if we could have permission for Letter Box outside the Hall.

Locum Clerk

- Send planning comments to Borough Council
- Amend Model Standing Orders
- Write to Previous Chair re Little Bins
- Send round details re Ponds.
- Amend Grant Application Form
- Send round details and quotes for accounts package.
- Check out funding re Jacks Wind Farm
- Ask for Conservation Statement to be updated.
- Respond to SAR and seek Legal Advice